

CITY CIVIL REGISTRAR'S OFFICE

Ground Floor, SP Building, Buhanginan Hills, Pala-o, Iligan City, 9200

Tel.: (063) 224-5038 or 221-4308 email : ccr_iligancity@yahoo.com

Frontline service	:	ISSUANCE OF CERTIFICATION FORM - 1A (LCR form 1A)
Schedule of Availability of Service	:	Monday 9:00 AM to 5:00 PM - Tuesday to Friday 8:00AM to 5:00PM No noon break
Who May Avail of the Service	:	GENERAL PUBLIC
Requirements	:	1. Authorization from the owner if not next of kin 2. Valid ID

** Retrieval is difficult and will take longer time especially from 1980 down
No available records from 1945 down (WW II)

Duration: 77 minutes

The total processing time is for one client being served at one-time.
The time is extended when there are two or more clients being served.

Claim after: same day

Fees: Service Fee – P100.00



How To Avail of the Service:

ISSUANCE OF CERTIFICATION FORM - 1A (LCR form 1A)

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Proceeds to CCR and fill up request form	Greets the client Receives the properly filled up form and requirements	1 minute	CCR Clerk	NONE	Request Form
		Verifies if the record is available	2 minutes	CCR Clerk		
		Retrieves the records from the archive**	60 minutes	CCR Clerk		
		Prepares and encodes pertinent data to LCR Form 1A	5 minutes	CCR Clerk		
		Advises the client to pay to the Treasury office	1 minute	CCR Clerk		
2	Pays to the Treasury office	Processes payment and issues Official Receipt (OR)	2 minutes	Cashier	Service Fee P100	Official Receipt
		Checks and approves LCR Form 1A	5minutes	City Civil Registrar		
		Releases the document	1 minute	CCR Clerk		
END OF TRANSACTION						